**Example Job Description (H&M)**

SALES ADVISOR - WE ARE CURRENTLY RECRUITING FOR SALES ADVISORS, 8, 12, 16 & 20 HOURS.

These Part Time Sales Advisor positions require full flexibility for 2 to 5 days per week.

Are you ready for a customer focused, action-packed career at the heart of our company?

Find your place in a fast-moving environment where you create the optimal shopping experience, with excellent customer service in a global fashion setting. We are offering a job where every day is a challenge, where only you set the limits to your career possibilities, and where your personal growth and development is just as important as our business.

**Your responsibilities.**

The job of an H&M Sales Advisor comes with a range of responsibilities –and lots of rewards.

Your to-do list includes:

* Providing excellent customer service to maximise sales on the sales floor, in the fitting rooms and at the cash desk.
* Actively working with garments – ensuring our high standards are maintained at all times.
* Processing our customer transactions at the cash desk.
* Receiving and processing our deliveries.
* Helping to prepare our season sales, designer collaborations and regular seasonal campaigns.
* Following our store routines, policies and guidelines to assist in loss prevention and safety in the store.
* Working well in the team and actively supporting your colleagues

Your skills:

* A friendly and helpful approach to our customers and colleagues.
* The ability to recognise sales opportunities and maximise selling potential.
* Being open to feedback and to communicate with your team and managers in a clear and straightforward way.
* The ability to multitask and handle the pressure of a busy day.
* Drive and ambition to complete your tasks in a timely and effective manner.
* A willingness to learn and improve.

**Cover Letter Template**

Amanda Sierra

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Dear Sir or Madam

Re: Position of Sales Advisor

I wish to apply for the above vacancy of Sales Advisor which I saw advertised on HM.com earlier this week. I have attached my CV for your consideration.

I am currently a Year 12 student at Auckland College, and my favourite subjects include English and Drama. I am currently participating in a retail pathway in our gateway programme, which is teaching me customer service skills.

I have always admired H&M and its constant focus on leading fashion designs. As a customer myself for several years, I believe your company leads the field when it comes to customer service, style, sustainability and value for money. I have watched you expand around New Zealand and being part of your team would provide tremendous learning and development opportunities. My strong points are punctuality, responding to challenges, reliability and following instructions, and I believe these are essential to the day to day performance of the position.

My skills and previous experience make me an excellent applicant. Although I have not worked in a shop before, I have provided childcare regularly for a range of people. I understand the importance of being responsible and reliable.

I am entirely flexible and can work the days and hours that you need, even with short notice. I believe working for H&M would teach me many skills that I can learn and perfect, and admire the company values, specifically ‘constant improvement’ and ‘straightforward and open-minded’, which I try to emulate on a daily basis.

I believe I have the skills, attitude and enthusiasm you require for this position. I look forward to hearing from you and welcome the opportunity to discuss the role further.

Yours sincerely

Amanda Sierra